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United European  
Gastroenterology (UEG)  
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Austrian Register of  
Associations  
N° 570340662

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**Position:** Congress & Events Manager (m/f/d)  
**Start:** from September 2022 – Full-time  
**Location:** Wickenburggasse 1, 1080 Vienna

### About UEG

UEG is a professional non-profit organisation combining all the leading European medical specialist and national societies focusing on digestive health. The mission of UEG is to improve the prevention and care of digestive diseases in Europe through providing education, supporting research and improving clinical standards. UEG also organizes UEG Week, the largest scientific medical congress in the field of gastroenterology in Europe, as well as further training events.

UEG's headquarter is located in Vienna, Austria and is where we coordinate all association, education, and congress-related matters. All other important information regarding our organisation can be found on our website at [ueg.eu](http://ueg.eu).

To accomplish our vision to take a central role in delivering and disseminating cutting-edge, unbiased continuing medical education and supporting professional development we are looking for a **motivated and enthusiastic person to join the Congress & Events Team in its various projects.**

### Key responsibilities

We offer the opportunity to work in a young, extremely dynamic team with the opportunity to learn about all organisational aspects and the delivery of an international medical congress. Main tasks include:

- Handling and delivering various aspects of the organisation of the annual [UEG Week congress](#) and other training events
- Administrative and organisational support of department head and other team members

### Required skills

- Work experience a/o professional training in the field of event/congress management and project management
- Very good written and verbal communication skills in English
- Ability to work under tight deadlines, stress resistance
- Ability to work on simultaneous projects with a strong attention to detail
- Excellent MS Office Skills (Word, Excel, Power Point, Outlook)
- Strong affinity to implement digital formats in the event sector
- Independent and precise working style paired with excellent communication and organisational skills
- Positive thinking, a “hands on” mentality and a solution-oriented way of working
- Team spirit and sociability

**We offer**

- An efficient introduction into a well-coordinated, international team with a diverse range of tasks
- The opportunity to incorporate your skills within an innovative scientific organisation and to further develop your professional abilities
- A family-friendly, flexible work environment and a modern, chic, easily accessible office
- Social benefits as well as flexible working hours including home office possibilities
- For this position a starting salary of € 30,800.00 gross per year is foreseen with the possibility of overpayment depending on one's professional and personal qualifications.
- We are committed to supporting our employees in their professional development.

**Interested?**

If you meet the requirements and want to work in the highly motivated and service-oriented team, we encourage you to explore how you can make a difference at UEG by applying now.

Please send your detailed application documents and salary expectations to

UEG United European Gastroenterology  
Ms. Birgit Uebelhör, Head of Congress & Events  
[b.uebelhoer@ueg.eu](mailto:b.uebelhoer@ueg.eu).